

SAN JOAQUIN COUNTY CHILDREN AND FAMILIES COMMISSION

----- MEETING SUMMARY -----

*Public Health Auditorium
1601 East Hazelton Avenue
Stockton, CA 95205*

Thursday, September 13, 2001 – 7:00 a.m.

<<< approved October 11, 2001 >>>

1. Commencement of meeting: Meeting was called to order by Chair Mitchell at 7:08 a.m.

Roll Call: Commissioners Adubofour, Dei Rossi, Gutierrez, Snider, Vice Chair Fujii were present. Commissioner Vera was excused, Commissioner Flenoy-Kelley was absent, Commissioner de Polo arrived at 7:12 a.m. A quorum was declared. Chair Mitchell commented on the tragic events of September 11, 2001 and stated his believe on how this makes our community goals that much more important. A moment of silence was observed.

Program Coordinator introduced Commission staff members, Sandy Parker - Accountant Auditor II and Clarisse Gibson - Office Assistant III

2. Approval of Meeting Summary August 9, 2001:
Motion: Approve August 9, 2001 Meeting Summary. (Fujii/Dei Rossi; motion carried 7-0)
3. Program Coordinator's Report (see written report):
 - CCFC San Diego Commissioners Retreat is still open to interested Commissioners.
 - The Saturday planning retreat on Sept. 29 is still on schedule.
 - Capital projects – Mike McGrew is researching this issue in other counties. A request for assistance from the state technical assistance center was submitted.
 - Kits for New Parents - Child Abuse Prevention Council will not be leading the distribution. There will be a focus on getting the Kits to the providers, specifically OB/GYN's. The disbursement plan will be brought to the Commission next month.
4. Approve Revised Budget to include cost of Harder & Co.:

PC noted this item had already been approved in contracts, and needed to be added to the Commission Budget.

*Motion: Approve Revised Budget to include cost of Harder & Co.
(Snider/Gutierrez; motion carried 7-0)*

5. Approve Program Coordinator's recommendations concerning approval of Mini Grants:

Ten of the eleven Mini-Grant applications were recommended to the Commission for recommendation to the Board of Supervisors for funding.

Motion: Approve Program Coordinator's recommendations for approval of Mini-Grants. (Snider/de Polo; motion carried 7-0)

6. Direct the Program Coordinator to submit a Request for Funds in the amount of 100,000 for the School Readiness Initiative:

Clarification was made that these funds are separate from the yearly allocation of School Readiness funds from the state Prop. 10 funds.

Motion: Direct the Program Coordinator to submit a Request for Funds from the State Commission for \$100,000 for the School Readiness Initiative. (Dei Rossi/Adubofour; motion carried 7-0)

7. Direct the Program Coordinator to attend community events related to community outreach:

PC advised the Commission that she had been using personal funds to attend functions directly related to the Commission objectives. Discussion commenced on how to regulate said activities to ensure propriety for position. The funds would come out of the operating budget. It was also acknowledged that showing our presence as representatives of the Commission is important to our program.

Motion: Direct the Program Coordinator to attend community events related to community outreach consistent with the mission of the Commission subject to prior approval of the Chairman of the Commission. (Gutierrez/Snider; motion carried 7-0)

8. Approval of Staffing Committee recommendation to hire additional Program Assistant II's:

Program Coordinator described the need for two additional Program Assistant II's staff and the cost to the budget. Commissioner Snider added that these additions would not exceed the 5% allotted for administrative costs in the budget.

Motion: Approve Staffing Committee recommendation to hire additional Program Assistant II's. (Gutierrez/Snider; motion carried 7-0)

9. Approval of Evaluation Committee recommendation on selection of data software program:

The committee recommended CS&O as the provider for the data system to be used for tracking data. Ron Kierstens, committee member, highlighted the comparison points of the systems researched and clarified what is included in the package and the long term reliability of the software company. PC stated this recommendation is to begin negotiations with CS&O, the details of the contract would be presented at a later date.

Motion: Approve Evaluation Committee recommendation on selection of data software. (Snider/de Polo; motion carried 7-0)

10. Approve process for School Readiness Initiative Request for Qualifications:

The discussion was whether to contract with Lois Lang as the consultant or to send out a Request for Qualifications (RFQ). The Program Coordinator clarified that this would be additional staff and the consultant's role would be to acquire data, guide the process and facilitate a plan to submit to the state. There was general discussion on the schools role and potential characteristics of prospective consultant. It has been recognized that there is a need for schools to be involved in the preparation of under 5 year olds for school.

Motion: To use the RFQ process for the School Readiness Initiative. (Gutierrez/Dei Rossi; roll call vote: Adubofour-Nay, de Polo-aye, Dei Rossi – aye, Gutierrez-aye, Snider-aye, Fujii-aye, Mitchell-aye; motion carried 6-1)

11. Act on State Commission's request for approval of Principles of Diversity:

State Commission requested the Commission review and endorse their guidelines. It was noted that the strategic plan for San Joaquin County's Commission incorporates most of what is in the state packet.

Motion: To endorse the State Commission's Principles of Diversity (Adubofour/Fujii; motion carried 7-0)

12. Strategic Planning workshop on analysis of current funding patterns; presentation and discussion of new secondary data on community needs; results of service mapping (Harder + Co and Lois Lang):

PC advised that the results of service mapping would be presented at the Wednesday, September 26 meeting instead of today.

Nadya Dabby of Harder + Co presented the Matrix of Community Needs and Commission-Funded Resources and Summary of Analysis of Current Funding Patterns. The reports are to be used to show where the Commission dollars have gone and to assist with the planning for the future.

13. In Service - Jane Cook, Library and Literacy program:

Jane Cook, Supervising Librarian of the Literacy Program, presented an overview of the goals and highlighted the progress of the "Training Wheels" program. The mobile library is giving books to children and literacy skills to their parents, while meeting the many cultural and language needs of our community.

The PC invited the Commissioners to attend the upcoming contractor meetings.

14. Public comments:

Joan Richards, Director of the Family Resource and Referral Center, commented on School Readiness and child development professionals being included in the School Readiness planning process. She requested permission to present the Pre-Kindergarten learning guidelines to the Commission. She also offered to share the center's childcare provider demographic maps with the Commission. Early Literacy information and activity packets were presented to the Commissioners.

15. Commissioner comments:

Commissioner de Polo announced the upcoming A+ Literacy Awards Dinner. Training Wheels will be honored as the Most Innovative New Program for Literacy in San Joaquin County. Dr. Adubofour will be honored for his early literacy and family literacy efforts.

16. Adjournment to Wednesday, **September 26, 2001, 5 p.m. Cal WORKs Employment Center**, 900 E. Oak St., 2nd floor, Room 203, Stockton, CA

Motion: To adjourn: (Dei Rossi/Gutierrez; motion carried 7-0)